

**Vacancy Notification Ref No. CSL/P&A/RECTT/CONTRACT/LIAISON REP/2025/1**  
**Dated 27 January 2025**

**WALK-IN-INTERVIEW FOR SELECTION OF LIAISON REPRESENTATIVE & TECHNICAL SUPPORT MANAGER ON CONTRACT BASIS**

Cochin Shipyard Limited (CSL), a listed premier Miniratna Schedule 'A' Company of Government of India, invites applications from Indian citizens through **Walk-in-Interview** for filling up of the post of **Liaison Representative & Technical Support Manager on contract basis:-**

**I. Name of Post, Educational Qualification, Experience & Job Requirements:-**

**TABLE 1**

<b>Name of Post</b>	<b>Educational Qualification</b>	<b>Experience</b>
Liaison Representative & Technical Support Manager on contract basis	a) Degree in Mechanical Engineering with minimum of 60% marks with One year Pre Sea Training course <b>OR</b> b) Degree in Marine Engineering with minimum of 60% marks <b>OR</b> c) Certification in Marine Engineering specialisation from Indian Navy.	<b><u>Experience:</u></b> <b><u>Essential:</u></b> Minimum of 36 months sea time during sailing on board Merchant/Navy Vessel.  <b><u>Note:</u></b> Should not be below the rank of Second Engineer, in the case of Merchant vessels.  <b><u>Desirable:</u></b> a) Experience of working in an ERP/SAP/computerized environment. b) Experience in Marketing & Liaison activity.

Job requirements are mentioned at Annexure I.

**II. Important Date, Time & Venue :**

**Date of receipt of applications through Walk-in at CSL** : 05 February 2025  
**Time** : 0830 Hrs to 1100 Hrs  
**Venue of receipt of applications** : Visitor's Facilitation Centre,  
 Cochin Shipyard Limited  
 Ravipuram Gate,  
 Kochi -682 015.

**III. No. of Vacancies & Reservation:**

**TABLE 2**

<b>Name of Post</b>	<b>UR</b>
Liaison Representative & Technical Support Manager	1



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- a) CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- b) Due to the frequent visits to yards and vessels inherent in the nature of the employment, the post is not identified for Persons with Benchmark Disabilities (PwBD).

#### IV. **Period of Contract & Place of Posting:**

- a) The post above is for a period of **five years**, subject to project requirements and individual performance.
- b) The posting shall be at Chennai & Kochi project site.

#### V. **Remuneration:**

Monthly remuneration shall be negotiable.

#### VI. **Age:**

**The upper age limit prescribed for the post shall not exceed 50 years as on 05 February 2025 i.e. applicants should be born on or after 06 February 1975.**

#### VII. **Method of Selection:**

- a) The method of selection shall be through walk in selection (**Personal Interview**).
- b) The Personal Interview shall be held at CSL on the same day or next day of walk-in, depending upon the number of candidates.
- c) Candidates who successfully complete the certificate verification shall only be allowed to attend the Personal Interview at CSL.

#### VIII. **Mode of receipt of application:**

- i) Applicants meeting the notified requirements shall attend **Walk in selection** with their **ORIGINAL CERTIFICATES**, for the post **from 0830 Hrs to 1100 hrs on 05 February 2025** and submit their applications in the prescribed format along with the self-attested copies of certificates at **Visitor's Facilitation Centre, Cochin Shipyard Limited, Ravipuram Gate, Kochi - 682015**. Application format **Annexure - II** is given along with this advertisement on our CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → CSL, Kochi).
- ii) The applications shall be verified with their original certificates and **candidates who successfully complete the certificate verification and shortlisted, shall only be allowed to attend the Personal Interview on the same day or next day of walk-in.**
- iii) **Application submitted in any other mode shall not be accepted.** Application once submitted shall be final.
- iv) **The applicants attending the walk-in-Interview should submit the following:-**



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- a. **Application form in Annexure II with recent passport size photograph pasted on the application.**
  - b. **A photo-identity proof (in original)**
  - c. **Original & self attested copy of Aadhaar card.**
  - d. **Original Certificates and testimonials, in proof of age/date of birth, educational qualifications, experience, caste etc. and self attested copies of the certificates.**
- v) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. **Filling of garbage/junk details in any of the fields can lead to rejection of your application.**
- vi) Application that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.
- vii) **Original certificates** towards proof of age, qualification, experience, caste etc. and **self-attested copies** of all these certificates should be produced for verification prior to the selection and **their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**

### **Conditions:**

#### **A. Reservation:**

- i) Government of India Directives on reservation shall apply.

#### **B. Qualification:**

- i) The minimum qualification stipulated for the post must be from a University/ Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in India/State/Central Government.
- ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such certificate, their candidature shall not be considered.
- iii) Original certificates & Self-attested copies of certificates of the educational qualification as mentioned in this notification should be produced at the time of walk-in-selection failing which they shall not be permitted to attend the selection.

#### **C. Experience:**

- i) Experience acquired after the date of passing of the qualification stipulated as per the above requirements shall only be considered. **Period of post qualification experience shall be reckoned as on 05 February 2025.**
- ii) Applicants who are presently working in any company (Private / Public Sector / Govt), in the absence of experience certificate, should submit copy of **Appointment Order or Offer letter issued by company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.**



- iii) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those applicants having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Those applicants claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- iv) During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their application, failing which they shall not be permitted to attend the selection process.

**D. General:**

- i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification.**
- ii) Definition of Ex-serviceman:- Ex-serviceman is a person:
- (a) Who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
- (i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
- (ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) Who has been released from such service as a result of reduction in establishment;
- (b) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
- (c) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
- (d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14<sup>th</sup>April, 1987; Or



- (e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or
  - (f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- iii) Movement to any other areas / buildings other than the venue of walk-in-selection shall be strictly prohibited.
- iv) CSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience / other notified eligibility requirements as indicated in their application, and information / replies to such queries should be only through the e-mail [career@cochinshipyard.in](mailto:career@cochinshipyard.in). However, CSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.
- v) **No TA/DA shall be paid to the candidates for attending the selection process.**
- vi) The vacancy is on contract basis for a specific period and CSL is not liable to offer permanent appointment during or after the completion of contract period of the selected candidates.
- vii) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, medical fitness etc. and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates shortlisted are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
- viii) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination may be examined by Medical Officer of CSL and the appointment of the candidate may be subject to certification of Medical fitness.
- ix) CSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any of previous employment of any candidate already working in Government/Public Sector Undertakings.
- x) Rank lists shall be maintained for the post and the validity period of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list shall be operated if a vacancy occurs either due to non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.



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- xi) The number of post indicated in this notification is based on existing requirement and shall vary depending on the future requirements, and the vacancies that may arise during the validity period of the rank list may be filled up from that rank list at the discretion of CSL.
- xii) Notwithstanding the above or any other conditions, CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies shall be subject to the suitability of candidates in the rank list, availability of projects and job requirements. CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises.
- xiii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- xiv) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- xv) Mere attending of selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in CSL.
- xvi) If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.
- xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xviii) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- xix) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xx) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail [career@cochinshipyard.in](mailto:career@cochinshipyard.in).

**“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”  
“ONLY INDIAN NATIONALS NEED APPLY”**

Sd/-  
GENERAL MANAGER (HR & TRAINING)